

OPERATING INSTRUCTION

Retrograding Hazardous Property

Chapter II, page 6

(July 10, 2000)

Generating Activity	1	Contact the losing DRMO (LDRMO) of property requiring turn-in. When there is no servicing DRMO available, the generating activity must contact DRMS International Environmental Division (DRMSI-H*) to notify of property requiring turn-in. (Reference: DoD 4160.21-M, Chapter 3, Para B).
LDRMO	2	If property cannot be disposed of or sold locally, inform DRMSI-H who will contact DRMS-LH for the requirement to retrograde and the establishment of a point of contact for the retrograde shipment.
DRMS-LH	3	Determine gaining DRMO (GDRMO) and appropriate disposal contract. Notify GDRMO and DRMS-TP to provide appropriate CLIN listing to LDRMO/generating activity, as appropriate.
LDRMO/DRMSI-H	4	Determine GDRMO that will coordinate the sale of hazardous property. Provide list of proposed property to GDRMO to determine if market exists for any/all items.
	5	Inform the generating activity of what funding documentation is required: <ul style="list-style-type: none">(a) Military Interdepartmental Purchase Request (MIPR) for packing, crating, handling and ground transportation (PCH&T) requirements.(b) Transportation Authorization Code (TAC) for ocean transportation.(c) Funding document, two digit MILSBILLS fund code in card column 51 and 52 and DODDAC for disposal (or MIPR if MILSBILLS is not in place at installation).

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Generating Activity	6	<p>Prepare and provide funding documentation required for packaging, marking and labeling of property to LDRMO for turn-in in accordance with LDRMO instructions and applicable DoD/host country/international laws and regulations. (Reference: DoD 4160.21-M)</p> <p>NOTE: If using a DD Form 1348-1A, the generating activity must have a proper DoDAAC and MILSBILLS fund code.</p>
LDRMO	7	<p>Inspect hazardous property to be turned-in; review generating activity Disposal Turn-In Document (DTID) information and ensure any analysis matches DD Form 1348-1As; determine that the generating activity has an accepted MIPR on file with sufficient available balance to cover estimated PCH&T. (If no previous history, PCH&T cost to be determined by coordination with the losing Transportation Management Office (LTMO)). (Reference: DRMS-I 4160.14, Volume II, Chapter 2, Section 1, Paragraph L).</p> <p>NOTE:</p> <ul style="list-style-type: none"> (a) Items shall be marked with the DTID and piece count (i.e. 1 of 1, 2 of 5, etc.). (b) A representative of the GDRMO should be the first choice for performing all pre-inspection duties for sites where there is no servicing LDRMO. If special circumstances arise that indicate someone other than the GDRMO might be more appropriate, these will be evaluated by DRMSI-H on a case-by-case basis.
LDRMO	8	<p>Accept property. Post estimated disposal costs for items scheduled for sale.</p>
LDRMO/DRMSI-H	9	<p>Contact GDRMO to determine if any special permits or notifications (other than shipping notifications) are necessary for entry to CONUS or another country (Department of Agriculture permits are required for moving of untreated soil; mine anchor cables, Canadian notifications, etc.) (Depending on location of GDRMO, DRMSI-H or DRMS-LH will be consulted on required notifications.)</p>

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LDRMO	10	<p>Complete inventory summary using CLIN price list provided. Ensure units of issue and prices match CLIN list, and ensure that inventory matches DD Form 1348-1As. (If property is to be offered for sale, the DD Form 1348-1A should contain the appropriate CLIN and funding DoDAAC if sales attempt fails).</p> <p>NOTE: Accurate, detailed inventories and DD Form 1348-1As are essential for successful retrogrades.</p>
LDRMO	11	Complete Retrograde Checklist and submit a signed copy and the Inventory Summary Sheets to DRMSI-H to obtain a retrograde number.
DRMSI-H	12	Perform review of complete retrograde documentation to insure that all items are eligible for disposal or sale via retrograde. Provide a retrograde number for shipments from OCONUS.
LDRMO	13	<p>Prepare DTIDs to transfer accountability from LDRMO to GDRMO. Suffix original DTID number with "R". Annotate blocks FF and GG with the CLIN and cost. File one copy, provide one copy to the LTMO, if it is required, and attach remaining copies to the Inventory Summary Sheet. Submit Retrograde Checklist, completed typewritten Inventory Summary Sheets, annotated copies of the original DTID, issue (transfer) DTIDs, laboratory analyses, hazardous waste profile sheets (HWPS), Land Disposal Restriction notifications (LDRs), as applicable, to the GDRMO and DRMS-LH or DRMSI-H (dependent on location of GDRMO). Concurrently, provide electronic inventory to DRMSI Pacific (Hawaii) for informational purposes.</p>
GDRMO	14	<p>Receive/review documentation. Setup folder and conduct technical review. Conduct administrative review to include the following:</p> <ul style="list-style-type: none"> (a) Ensure all DD Form 1348-1As are received. (b) Ensure information on DD Form 1348-1As and supporting documentation match.

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DRMS	15	Review retrograde package. Advise LDRMO, DRMSI-H and DRMS-LH of any problems or changes, including any contract modifications required. Obtain USEPA identification number from DRMS-LH, to be used for manifesting hazardous waste shipments. Validate Retrograde Checklist.
	16	Enter delivery order request information into BOSS. Identify problems with BOSS to DRMS-LH or DRMSI-H.
	17	Negotiate/modify disposal contracts as needed. Issue delivery order to contractor, with copies to GDRMO and LDRMO. Ensure copies of any contracting modifications are provided to LDRMO and GDRMO. NOTE: GDRMO to notify Contracting Office that copies of the delivery order and any modifications must be provided to the LDRMO.
LDRMO	18	Match inventory with delivery order. Identify any discrepancies to GDRMO and DRMSI-H.
	19	Request PC & H costs from LTMO. NOTE: If already accomplished, initiate shipping request through Ocean Cargo Booking Office (OCBO). Once property is packaged for shipment, initiate shipping request through OCBO. Provide final dimensions and weights to GDRMO. Ensure outside packagings are marked or stenciled with the following information: D.O. # _____ L. I. _____ L. I. Piece Count _____ Manifest # _____(as applicable)
GDRMO	20	Provide final dimensions and weights to disposal contractor for preparation of manifests.
LDRMO	21	Receive tentative pick-up date, vessel name, sail date, port of arrival, and estimated date of arrival from LTMO.
	22	Send e-mail to DRMS-LH or DRMSI-H and GDRMO with tentative shipping schedules. Revise as necessary.

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GDRMO	23	Receive shipping information and provide schedule/timeframes to port of arrival and the disposal contractor or the TMO (if not being offered for sale). Provide authorization to ship to LDRMO (with a copy provided to DRMS-LH, DRMSI-H) once the signed delivery order has been received and notifications have been made.
LDRMO	24	Obtain Transport Control and Management Documents (TCMD) and verify final destination. Obtain LTMO packing inventory and/or the Dangerous Cargo Manifest that cross-references MILVANs of packed inventory to items by DTID, as appropriate. Provide copies to GDRMO. This information should be sent via expedite mail service, i.e., Federal Express or UPS.
	25	When notified of the impending arrival of the ship, coordinate ground transportation to get the retrograde items to the port and verify all items on the retrograde are sent.
	26	Once the ship is underway, send e-mail to the GDRMO and DRMSI-H with the vessel name, voyage number, departure date, estimated arrival date, port of arrival, and any discrepancies.
	27	Receive outbound PC & H costs from LTMO, and adjust spreadsheets as required.
GDRMO	28	Coordinate with disposal contractor or local TMO (for sales) to arrange ground transportation to remove property from the Port of Arrival.
	29	Meet retrograde at port and coordinate movement from vessel to disposal contractor or DRMO. Use packing inventory and/or delivery order to cross reference containers to DTIDs. If a transport discrepancy is noted, contact the pier, DRMS-LH or DRMSI-H and the contracting officer (for items requiring disposal). Assure retrograde is properly manifested and loaded onto disposal contractor or TMO conveyance.
	30	Once the contractor has removed the property or the property has been delivered to the DRMO, send e-mail to DRMS-LH or DRMSI-H and the LDRMO to inform them of the departure or receipt of the property for sale.

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LDRMO	31	Process retrograde records removal in DAISY (after receiving notification in Step 30).
LDRMO/DRMS-LH Or DRMSI-H	32	Maintain a PCB log and record of manifests. Monitor date of shipment, ensuring “come back” manifests are received within the timeframes prescribed in 40 CFR.
GDRMO	33	Perform DAISY input for retrograde records and for disposal and sales actions.
	34	Provide collection summary report of retrograde, COR report, manifests, continuation pages and supplementary sheets, and LDR notification to LDRMO (the COR checklist may be used for this purpose if all applicable information is contained therein).
	35	Prepare sales catalog, conduct sale. Advise LDRMO of sales success.
LDRMO	36	Inform Generating Activity of final cost for disposal for items that failed sale. Inform Generating Activity disposal funding that can be deobligated due to successful sale.
Generating Activity	37	Deobligate funds committed for the disposal of items that were sold.
DRMS Contracting	38	For retrogrades from overseas, forward copies of certificates of disposal to LDRMO.
GDRMO/DRMS Contracting	39	Provide copies of all completed manifests to LDRMO.

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RETROGRADE CERTIFICATION CHECKLIST

Chapter II, page 6
(August 22, 2000)

1. Type of Property Requiring Retrograde. _____				
2. Property Turned-In to the DRMO?	YES	NO	N/A	INITIAL /DATE
a. Properly packaged for international shipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
b. Properly marked for international shipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
c. Properly labeled for international shipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3. Received all Required Turn-In Documentation?	YES	NO	N/A	INITIAL /DATE
a. DD Form 1348-1A with MILSBILLS fund code (for disposal).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
b. Proper DoDAAC used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
c. HWPS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
d. Laboratory Analyses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
e. MSDS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4. Funding Documentation Received from Generator?	YES	NO	N/A	INITIAL /DATE
a. Military Interdepartmental Purchase Request (MIPR) for packing, crating, handling, and ground transportation (PCH&T) requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
b. Transportation Authorization Code (TAC) for ocean transportation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
c. Funding Document or DoDAAC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5. All Items Marked with the Disposal Turn-In Document Number (DTID)?	YES	NO	N/A	INITIAL /DATE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
6. Disposal Contract Required Modification?	YES	NO	N/A	INITIAL /DATE
a. Contract modified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
7. Inventory Summary Using Current CLIN Price List Completed?	YES	NO	N/A	INITIAL /DATE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

RETROGRADE CERTIFICATION CHECKLIST

Page 2, (August 22, 2000)

8. Inventory Matches DD Form 1348-1A?	YES	NO	N/A	INITIAL /DATE
a. DoDAAC				
b. Quantity				
c. CLIN				
d. Proper Shipping Name				
e. PPM of PCBs Listed				
f. Country of Manufacturer Identified				
g. Units of Issue and Prices Match CLIN List				
9. Contacted LDRMO to determine needs for special permits or notifications? (Department of Agriculture Permits for Soil, etc.)?	YES	NO	N/A	INITIAL /DATE
10. Completed everything required on this retrograde checklist and on Retrograde SOP?	YES	NO	N/A	INITIAL /DATE
11. Complete signed Retrograde Certification Checklist packed with Inventory Summary Sheets sent to DRMSI-H?	YES	NO	N/A	INITIAL /DATE
12.				
Signature of LDRMO Env. Branch Chief	Date			
13. Review inventory list and Retrograde Certification Checklist to insure all items are eligible for disposal via retrograde?	YES	NO	N/A	INITIAL /DATE
14. Provided Technical Review of: Inventory list, Retrograde Certification Checklist to insure all items are eligible for disposal or sale via retrograde? (this step applicable to Shipments to Asia only and not Europe).	YES	NO	N/A	INITIAL /DATE

RETROGRADE CERTIFICATION CHECKLIST

Page 3, (August 22, 2000)

15. _____
Signature of DRMSI-H Env. Program Mgr **Date**
(Europe and Asia/Pacific as Appropriate)
16. **Retrograde Number:** _____
(Number is assigned by DRMSI-H Environmental Program Manager in Europe
or Asia/Pacific as appropriate)